



## **REQUEST FOR QUALIFICATIONS – HEARING OFFICERS**

Sandoval County is seeking interested qualified attorneys/human resources managers/arbitrators to serve as Hearing Officers for employee grievances / appeals of disciplinary actions in accordance with the provisions of Sandoval County Personnel Rules & Regulations and Sexual Harassment Policy. Qualified candidates will have at least three (3) years experience in the area of employment law or human resources management, experience in conducting administrative hearings and the ability to render unbiased and impartial decisions.

**I. Scope of Services** The Contractor shall perform the following services as requested and in a satisfactory and proper manner, as determined by the County:

- a) Contractor shall serve as Hearing Officer for cases assigned by the County Director of Human Resources.
- b) Contractor will perform the duties and follow the procedures as outlined in the Sandoval County Personnel Ordinance and Sandoval County Personnel Rules and Regulations including but not limited to:
  - Scheduling and conducting a pre-hearing conference;
  - Issuing a pre-hearing order;
  - Scheduling the grievance hearing;
  - Conducting the hearing; and
  - Preparing a written decision to include findings of fact and conclusions of law consistent with the evidence.
- c) Contractor or Contractor's staff will contact the Director of Human Resources on a weekly basis to assure the hearing is progressing in an expeditious fashion.

**II. Compensation.** For performing the Services specified in Section 1 hereof, the County agrees to pay the Contractor:

- a) Up to \$150.00 per day (8 hours) for:
  - Preparation for the formal hearing;
  - Listening to the hearing and reviewing evidence/exhibits;
  - Time spent on the written decision; and,
  - Incidentals occurring in relation to the formal hearing as required by the Hearing Officer or his/her decision.
- b) Five Hundred Dollars and no/100 (\$500.00) per day for the first two days of each hearing and One Hundred Fifty Dollars and no/100 (\$150.00) per day after that, inclusive of gross receipts tax.

Such amounts shall constitute full and complete compensation for the Contractor's Services under an Agreement, including all expenditures made and expenses incurred by the Contractor in performing such Services. In no event shall the total compensation paid to Contractor by the County under an Agreement exceed Three Thousand Dollars and no/100 (\$3,000.00) per hearing inclusive of gross receipts tax.

Please submit a Resume and Letter of Interest in providing the above Scope of Services. Resumes and Letters should identify Contractor qualifications in human resources management, as a licensed attorney in the State of New Mexico, or as an arbitrator and experience conducting administrative hearings. Resumes and Letters of Interest may be mailed to Sandoval County Human Resources, 1500 Idalia Road, Building D, Bernalillo, N.M. 87004 Attention: Patricia Miller or emailed to [pmiller@sandovalcountynm.gov](mailto:pmiller@sandovalcountynm.gov) no later than 4:00 p.m. on Friday, December 19, 2014 Please call (505) 404-5831 if you have any questions.